

HR CONNECTIONS

A Quarterly Newsletter of the Department of Human Resources



Welcome to the September 2007 edition of HR Connections. As the fall season approaches the excitement of a new school year is in the air for students of all ages. A new football season is on the horizon and the fall classic (World Series) is around the corner. Labor Day, Columbus Day, Veterans Day and Thanksgiving will be here before we realize it. In short, it is a very busy and exciting time of the year.

It is an equally busy and potentially rewarding time of the year for the Human Resources Department. The Combined Charitable Campaign will kick off in September. A special thanks in advance to the Appointing Authorities, Coordinators and especially the City employees for their support of the campaign and their generous contributions.

The Citywide Human Resources Conference is scheduled for October 16th at the Franklin Park Conservatory. Our Fall Health Fair will take place in November. The Citywide Office of Training and Development will be soliciting your input in their design of a strategic plan that better enables COTD to provide you beneficial training and career development opportunities. Additional details regarding these events will be provided in this edition. We look forward to your input and participation.

**Chester C. Christie,
Director, Human Resources**



Mayor Michael B. Coleman

September 27, 2007

WHAT'S INSIDE

Welcome Corner

2007 HR Conference

Drive Smart

2007 Combined Charitable Campaign

2007 Fall Health Fair

Training Needs Assessment

National Preparedness Month

EAP Resources

Consider This...

"There is no such thing as an insignificant improvement"

WELCOME CORNER



E. Renee Brandon

- Joined Department of Human Resources as the Citywide Training Manager on July 2, 2007.
- Over 14 years experience in Training and Development, Organizational Development, Customer Service and Process/Performance Improvement Initiatives.
- Loves to volunteer for worthwhile causes, cook, write poetry, exercise and attend performing and visual arts events.



Alice Evans

- Joined Department of Human Resources as a Safety and Health Officer on August 13, 2007.
- Previously worked as an Industrial Hygienist with Safex for the past 6 years.
- Recently married to husband Bill and has two furry children, Sally and Cujo.



Roberta Garner

- Joined Department of Human Resources as an Employee Benefits Analyst on August 13, 2007.
- Duties include handling Workers' Compensation claims and Injury Leave.
- Lifelong resident of Columbus.
- Collects dragonfly and hobo clown figurines.
- Has an eight month old son named Bryant.



Jeremie Newman

- Joined Department of Human Resources as a Management Analyst on August 22, 2007.
- Duties include administering the employee benefits contracts and the Employee Benefits Trust Fund as well as assisting with the City's disease management and wellness initiatives.
- Jeremie lives in Northwest Columbus with her fiancée, Eric and black lab, Mia.
- Jeremie and Eric are getting married this November.

5th Annual Citywide Human Resources Conference

"Make Every Day Count"



**For Human Resources
And Payroll Professionals**

**Tuesday, October 16, 2007
Franklin Park Conservatory
1777 East Broad Street
7:30 a.m. - 4:00 p.m.**

REGISTER TODAY!



Greetings from the Office of the Environmental Steward

DRIVE SMART!

In 2005, Mayor Coleman issued an Anti-Idling and Fuel Conservation Policy. Reducing idling is a great way to save the City money, while also protecting our air quality.

Did you know that:

- One hour of idling consumes about a gallon of gas and 33 miles of engine wear
- Reducing your speed increases your gas mileage - going 60 instead of 70 saves 4 miles per gallon
- A poorly maintained car is less efficient - for instance - replacing a clogged air filter can increase your mileage by 10%

There are many ways you can drive smart. For instance:

- Turn off your vehicle if you are going to be idling for any length of time
- Make sure you stay current on maintenance
- Keep your tires inflated - under inflated tires decrease fuel efficiency
- Drive the speed limit
- Avoid jack rabbit starts and sudden stops
- Avoid unnecessary trips by carpooling and planning your meetings wisely

To learn more about the City's Green Campaign check out www.GetGreenColumbus.org



2007 Combined Charitable Campaign

Please join us in giving! We need your support to help raise money for numerous worthwhile causes within our community. Together we can make a difference, one contribution at a time!

Campaign begins October 1 and runs through November 16. Contact your Department's Campaign Coordinator for additional information.

Get ready to "kick-off" the 2007 Fall Health Fair



Tuesday, November 6, 2007
Public Utilities Complex
910 Dublin Road

Flu shots as well as other health screenings will be available for the 6 day event. Look for posters in your area for specific locations and dates.

TNA Made Available to City of Columbus Employees

Starting on September 4, 2007 the staff at the Citywide Office of Training and Development (COTD) invited City of Columbus employees to provide feedback regarding COTD products and services. This initiative came in the form of a Training Needs Assessment (TNA). In a nutshell, COTD is trying to provide improved training and development products and services that will help to:

"By reviewing the results of the TNA, the COTD staff will be able to more efficiently partner with each City department by offering training programs that better meet employee, career and organizational development needs"

- meet and exceed in meeting the training and development needs of City of Columbus employees
- increase job satisfaction and morale
- increase motivation
- increase efficiencies in work processes
- increase capacity to adopt new technologies and methods in the workplace
- increase innovation in strategies and products



Additional benefits from conducting the TNA are:

- to begin building effective competency models for City of Columbus employees,
- communicating what training is being planned/provided and why,
- justifying costs in relation to training benefits,
- evaluating training based on measurable, written objectives, and
- encouraging continuous employee participation and enthusiasm for training.

By reviewing the results of the TNA, the COTD staff will be able to more efficiently partner with each City department by offering training programs that better meet employee, career and organizational development needs.

Time is Still Available to Complete the TNA

Many employees across all City of Columbus entities have completed their Training Needs Assessment (TNA) questionnaire. If you have not completed a questionnaire, there are still a few more days available to do so.

By taking approximately thirty minutes (give or take) to answer questions about specific training needs and interests your participation will help the staff at COTD to introduce new and improved classes.

Ultimately, as a result of employee feedback the staff at COTD will be able to identify and support the current and future behaviors, knowledge and skills that ensure

Time is Still Available to Complete the TNA (*continued*)

success in the workplace via training and other professional development solutions.

Although only one questionnaire needs to be completed per city employee, there are two different questionnaires from which an employee may choose. Employees should be sure they have the correct questionnaire before answering the questions. One questionnaire is for front-line employees (non-management) and the other is for employees that serve in a management function.

Employees may pick up their individual copy of the TNA questionnaire from their Human Resources representative.

It is easy to complete the questionnaire on-line via the training intranet site, <http://intranet/hrtraining/default.aspx>

Or employees can send the completed questionnaire by interoffice mail to:

COTD

750 Piedmont Road
Columbus, OH 43224

While the questionnaires will be the main way that information is collected for the TNA, additional ways of gathering feedback for this TNA are:

- interviews with stakeholders/top management
- focus groups for employees
- focus groups for management
- consultation with persons with specific subject matter
- review of relevant information and literature

Any questions, comments or concerns regarding the TNA may be directed to the attention of E. Renee Brandon, COTD Training Manager; either by phone, 5-7242, or by e-mail, erbrandon@columbus.gov .

In advance, the staff at COTD would like to thank the employees for investing their time and feedback in a project that will benefit City of Columbus employees on all levels through improved training and development offerings! Stay tuned for the results in December 2007.



Additional Ways to Be a Part of the TNA Process

Employees may reach out to COTD by volunteering to be a part of a focus group session.

In addition, an internal trainer recruitment process is underway and COTD is looking for City employees to help teach classes.

If you think you'd like to be involved and considered for participation in either role contact COTD personnel.

E. Renee Brandon	645-7242	erbrandon@columbus.gov
Abbie Amos	645-3059	aaamos@columbus.gov
Deb Frame	645-8294	dsframe@columbus.gov



September is
National Preparedness Month

Get a Kit, Make a Plan, Be Informed and
Get Involved

Q: What is National Preparedness Month?

A: National Preparedness Month is a nationwide effort to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and schools. Throughout September, the U.S. Department of Homeland Security will work with a wide variety of organizations to highlight the importance of emergency preparedness and promote individual involvement through events and activities across the nation.

Q: What is the purpose of National Preparedness Month?

A: The goal of National Preparedness Month is to increase public awareness about the importance of preparing for emergencies and to encourage individuals to take action. Throughout the month, the U.S. Department of Homeland Security asks all Americans to take some simple steps to prepare themselves and their families for emergencies including getting a family emergency supply kit, making a family emergency plan, being informed about different threats and getting involved in preparing their communities.

Q: How can I better prepare myself and my family for an emergency situation?

A: One of the simplest things you can do to be better prepared is to have a family emergency plan. To develop one, ask yourself some important questions. "In the event of an emergency, do we have everyone's contact numbers and an out of town contact?" "Is there a designated place for everyone to meet outside of the home and neighborhood?" "What is the emergency plan including the evacuation location of my child's school?" Only you can answer these questions and develop an emergency plan that will suit your family's unique needs. You can download templates to help get you started. For U.S. Department of Homeland Security's Family Communications Plan template go to www.ready.gov.

Q: What other things can I do to be prepared?

A: Create a kit that can be used in case of emergency. The kit should include basic items like water, food, battery-powered radio, flashlight and a first aid kit.

Q: Where can I learn more about different threats and emergency preparedness?

A: To learn more about natural disasters and potential terrorist threats go to www.ready.gov. For specific questions about the area where you live, contact your local Office of Emergency Management or Citizen Corps Council.

Are you feeling challenged by:

- *tobacco use
- *parenting teens
- *relationship tensions
- *juggling multiple responsibilities
- *stress
- *self doubt that is holding you back from being your best?



EAP can teach you the tools you need to lead a healthy life

Let EAP HELP...call for your confidential consultation, at 645-6894.



Do you have an idea, comment or suggestion for HR Connections? Would you like us to consider your story for print? If so, please send an email to lrsmit@columbus.gov

IMPORTANT PHONE NUMBERS

United HealthCare (Medical).....	1-800-681-3849
Claims, Pharmacy/UHC Mail Order (MEDCO), Pre-certification	
Optum/Nurseline.....	1-877-365-7922
United Behavioral Health.....	1-800-358-0365
Behavioral health, substance abuse, psychiatric treatments Website.....	www.myuhc.com
AETNA (Dental).....	1-800-879-4337
Website.....	www.aetna.com
Vision Service Plan (Vision).....	1-800-877-7195
Website.....	www.vsp.com
AETNACOBRA: Continuation Benefits.....	1-800-877-7994
AETNA: Short-Term Disability.....	1-503-937-0302
Claim Questions.....	1-866-282-8495
Filing a Claim: Contact Division of Human Resources, Risk Management at 645-8065 or Payroll	
AFLAC.....	614-761-1342
Deferred Compensation.....	1-877-644-6457
Deferred Compensation Website.....	www.ohio457.org
Colonial Life.....	1-800-272-5025
OPERS.....	1-800-222-7377
EAP.....	614-645-6894
City Website.....	http://www.columbus.gov
Intranet.....	http://Intranet/Agencies/Human Resources

HR CONNECTIONS

Editor: LaNita Smith

Newsletter Committee:

Abbie Amos, Rick Brewer, Jim Lendavic,
Phyllis Gray, Tracey Ingram, Tina De Fluiter, Susan Ashbrook and
Lisa Callander

Chester C. Christie, Director
Jacquilla R. Bass, Deputy Director
Department of Human Resources
An Equal Opportunity Employer